
GUIDANCE RE MANDATORY FORMS

In conjunction with the 2006 amendments to the Local Rules, the local forms set forth below have been modified and approved by the Board of Judges of the United States Bankruptcy Court for the District of New Jersey. Unless otherwise noted their use is mandatory effective **August 1, 2006**.

LOCAL FORM 3 - Fee Application Cover Sheet

- This form has been substantially amended to conform to the requirements of D.N.J. 2016-1 as amended effective August 1, 2006, to provide greater substantive detail regarding the types of services rendered by a professional. It emphasizes activity descriptions based upon general project categories and, except as set forth in the Rule, applies to all fee applications over \$10,000,
- Use of this form is mandatory when applying for compensation in cases filed on or after **October 1, 2006**, but may be used in cases filed prior to that date, at the professional's option.
- Local Form 4 - *Accountant Fee Application Cover Sheet* has been redacted.

LOCAL FORM 13 - Certification of Debtor's Counsel Supporting Supplemental Chapter 13 Fee

This form has been amended to conform to the requirements of D.N.J. 2016-1(j)(2) as amended effective August 1, 2006.

Specifically, it includes the following modifications:

- Many of the fee amounts have been increased.
- It allows for the submission of standard and non standard supplemental fees in one application. Attorneys are advised not to combine standard and non-standard fees for the *same* motion or service. If an attorney believes the standard fee is inappropriate for services in a particular instance, the attorney must request only non-standard fees for that particular service.
- It may not be used to request fees in an amount exceeding \$2000.
- If the supplemental fee application is for an amount in excess of \$1,000, a hearing must be scheduled for a Chapter 13 calendar day and the Court will issue a Notice pursuant to Fed. R. Bankr. P. 2002(a)(6).

- A supplemental application may not be submitted more than once every **90** days.
- To request fees and expenses incurred prior to August 1, 2006, use the Court's form dated **6/17/05**.

LOCAL FORM 15 - Certification of Calculations of Amounts Due (Note and Mortgage)**LOCAL FORM 16 - Certification Re Post-Petition Payment History (Note and Mortgage)****LOCAL FORM 16A - Certification Re Post-Petition Payment History (Vehicle Loan/Lease)**

- These forms have been amended in conjunction with the August 1, 2006 amendment to D.N.J. LBR 4001-1 to require certification by an employee of the secured creditor with personal knowledge of the calculation or payment history set forth therein, or a custodian of the secured creditor's records or other similarly qualified and authorized person having access to those records.

LOCAL FORM 24 - Request for Payment of Administrative Expense

This form is new and complies with D.N.J. LBR 3003-2.

- The form shall be filed as a proof of claim and will appear on the claims register.
- Filing of Local Form 24 *Request for Payment of Administrative Expenses* will not result in the scheduling of a hearing. To schedule a hearing the claimant must file a Motion to Compel Payment, in accordance with D.N.J. LBR 9013-1.
- The *Administrative Expenses* event located in the Motion category should be used to efile a Motion to Compel Payment of Administrative Expenses.
- This form, and corresponding Local Rule do not apply to requests by a professional for compensation governed by D.N.J. LBR 2016-1.